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**PART D - EMPLOYEE'S STATEMENTS OF ACCOMPLISHMENTS**

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EMPLOYEE'S SSN

DATE

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**ABILITY 1. To Plan, Organize and Direct:** Ability to establish objectives, requirements, priorities, and deadlines to determine course of action: may include the ability to assign work and to monitor work of others; may include ability to interact with others.

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a. Accomplishment I

(1) PROBLEM OR OBJECTIVE

---

(2) WHAT I ACTUALLY DID AND WHEN (Approximate Dates)

---

(3) A SUMMARY OF THE OUTCOME

(4) VERIFYING PERSON'S NAME

RELATIONSHIP

ADDRESS

TELEPHONE NO.

---

b. Accomplishment II (Optional)

(1) PROBLEM OR OBJECTIVE

---

(2) WHAT I ACTUALLY DID AND WHEN (Approximate Dates)

---

(3) A SUMMARY OF THE OUTCOME

(4) VERIFYING PERSON'S NAME

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**PART D - EMPLOYEE'S STATEMENTS OF ACCOMPLISHMENTS**

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**ABILITY 2. To Analyze:** Ability to obtain information, define problems, identify relationships, evaluate quality, assess impacts, draw conclusions and make recommendations. It includes the ability to determine quality of projects, programs, or performance by comparison against standards or objectives.

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**a. Accomplishment I**

(1) PROBLEM OR OBJECTIVE

---

(2) WHAT I ACTUALLY DID AND WHEN (Approximate Dates)

---

(3) A SUMMARY OF THE OUTCOME

(4) VERIFYING PERSON'S NAME

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ADDRESS

TELEPHONE NO.

---

**b. Accomplishment II (Optional)**

(1) PROBLEM OR OBJECTIVE

---

(2) WHAT I ACTUALLY DID AND WHEN (Approximate Dates)

---

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**ABILITY 3. To Communicate Orally:** Ability to negotiate, brief, instruct, explain, advise, or persuade

a. Accomplishment I

(1) PROBLEM OR OBJECTIVE

(2) WHAT I ACTUALLY DID AND WHEN (Approximate Dates)

(3) A SUMMARY OF THE OUTCOME

(4) VERIFYING PERSON'S NAME

RELATIONSHIP

ADDRESS

TELEPHONE NO.

b. Accomplishment II (Optional)

(1) PROBLEM OR OBJECTIVE

(2) WHAT I ACTUALLY DID AND WHEN (Approximate Dates)

(3) A SUMMARY OF THE OUTCOME

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**PART D - EMPLOYEE'S STATEMENTS OF ACCOMPLISHMENTS**

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**ABILITY 4. To Write:** Ability to express ideas in writing (e.g., reports, information papers, memoranda, letters, manuals).

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**a. Accomplishment I**

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(1) PROBLEM OR OBJECTIVE

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(2) WHAT I ACTUALLY DID AND WHEN (Approximate Dates)

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(3) A SUMMARY OF THE OUTCOME

---

(4) VERIFYING PERSON'S NAME

RELATIONSHIP

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TELEPHONE NO.

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**b. Accomplishment II (Optional)**

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(1) PROBLEM OR OBJECTIVE

---

(2) WHAT I ACTUALLY DID AND WHEN (Approximate Dates)

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**PART D - EMPLOYEE'S STATEMENTS OF ACCOMPLISHMENTS**

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**ABILITY 5. To Innovate:** Ability to develop new or revised policies, procedures, programs, or solutions to problems; to independently originate action. One who demonstrates this ability is often called a self-starter.

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a. Accomplishment I

(1) PROBLEM OR OBJECTIVE

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(2) WHAT I ACTUALLY DID AND WHEN (Approximate Dates)

---

(3) A SUMMARY OF THE OUTCOME

(4) VERIFYING PERSON'S NAME

RELATIONSHIP

ADDRESS

TELEPHONE NO.

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b. Accomplishment II (Optional)

(1) PROBLEM OR OBJECTIVE

---

(2) WHAT I ACTUALLY DID AND WHEN (Approximate Dates)

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(3) A SUMMARY OF THE OUTCOME

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